



TGS PTA EVENT FEEDBACK FORM

Hamper Raffle

Requirements	Quantity	Location
large sturdy cardboard boxes	7	Ask large supermarkets
Decorations relevant to the Fair theme	One for each hamper	Purchase from shop
Cellophane	1 large roll	Purchase from a Florist
PTA white table cloths	6	Lynn Gadsby
Large tables	3	Estates
Sign with ticket prices*	1	Lynn Gadsby
Donations from Contributions Day	Too many to count	Arnold Room

*See pictures at the end of this document

Prices

Each ticket is £2. Booklets are printed in groups of 5 to encourage parents to buy a booklet rather than one ticket.

Advance Planning

The staff member to liaise with is Sarah Lamplugh: slamplugh@tgs.kent.sch.uk

General

An event will need to be added to the PTA website along with posters which should be displayed around the school. You will also need to ensure that we have a valid lottery licence. The licence lasts for one year so in recent years we have attempted to have 2 Hamper raffles a year – Christmas and Easter.

<https://www.tmbc.gov.uk/services/business/licences-and-street-trading/food-alcohol-and-entertainment-licensing/licence-lottery>

Printing

We print 6,500 tickets in total. This covers a book of tickets for each student plus extras to be sold on the day. Average printing costs for this volume colour printing with perforated edges, stapled and cut into books is around £300. In previous years we have been lucky enough to be sponsored by Castle Cars of Tonbridge, whose phone number and logo we have printed on each ticket. Ticket suppliers used are Kall Kwick Design in Sevenoaks: design@sevenoaks.kallk-wik.co.uk. Total cost last year was £185 plus VAT. Once printed they will need to be collected from Sevenoaks High Street.



Contributions Day

The Hamper Raffles are made up entirely from donations collected on PTA Contributions Day. This will be organised by Sarah Lamplugh around 6-8 weeks in advance of the draw date. All contributions are collected at the gate from 8.10am by volunteers and ferried to The Arnold Room for sorting. This usually takes a couple of hours and once sorted the 7 hampers can be made up. They are then put on display in the Hands Building foyer. Set aside half a day for the whole process and take as many volunteers as you can get, this is a very big job.

NOTE: last year we can some items stolen from a hamper so it is advisable to put them in view of the cameras in the foyer and put a cordon around them.

Ticket Collection

Ticket monies are sent into school with students and handed into reception. They will either send cash or cheques, either are fine. The PTA need to collect the tickets on a weekly basis and enter running totals per class onto a spread sheet, this gives us a very good idea of who is buying, who needs chasing and total revenue. Ensure a note reminding parents of sales is placed in the parent bulletin. All ticket stubs must be kept and folded ready for the draw and all cash/cheques are banked weekly by the Treasurer. Weekly sales numbers must be sent to The PTA Chair.

Incentives

The PTA liaise with Debbie Nash regarding selling incentives for each class. The class that sells the most tickets will receive house points and a smaller hamper usually consisting of sweets. Mrs Nash will also ensure that the Raffle is mentioned in assembly. Contact: dnash@tgs.kent.sch.uk

Ticket distribution

Tickets are sent to every pupil household in the school except the 6th Form. We produce a covering letter explaining the process and staple a booklet to each letter. Letters are then bundled into classes so that the learning mentors can distribute them to students. Book the Arnold Room for half a day to complete this task. Ask reception for a list of all classes (except 6th Form) with student numbers in each class and also a copy of the covering letter for each student. Once complete return the bundles to the Reception staff who will ensure that they are put into staff pigeon holes. Try to get at least 2 people to complete this task.

ALWAYS CHECK FOR LAST MINUTE TICKETS POSTED INTO THE PTA POST BOX TO ENSURE THAT GET INCLUDED IN THE DRAW



Volunteers for Contributions Day

We require at least 1 staff volunteer and 15 parents. Contact all volunteers at least 24 hours in advance with details of where to meet and what time. No set-up is required as Estates will provide 2 tables at the front gate for contributions. It is advisable to bring along boxes or large carrier bags to transport the contributions. All volunteers should report reception to check-in before heading to the front gate. Once the first lot of contributions have been ferried to the Arnold Room split the volunteers into 2 groups, those collecting and those sorting to get a head start. Volunteers can be contacted via the PTA website. Alternatively a list of volunteers can be sent to you for you to direct mail.

On the Draw Day

The draw for the Christmas Hamper Raffle is made at the Winter Fair at around 3pm. Choose someone independent to draw the tickets and store them carefully. Each ticket winner will need to be contacted and list of all winners should be given to Reception and announced on the PTA website. Hampers should be collected by 2 people as they are VERY heavy.

Float Details for the Fair

As well as being sold in the run up to the fair tickets are also sold next to the hampers displayed in the foyer of the Hands Building on the day. In previous years we have doubled takings on the day, so this is well worth doing. Float is supplied by the PTA Treasurer who has a detailed breakdown of the floats for each event. If you find that you ran out of certain coins/notes please feed this back so that it can be corrected for next time. All floats are left with reception at least 24 hours before the event. So please ensure that you collect on time. Reception hours are usually 9-4pm. Outside those hours you may not be able to collect funds kept in the safe. It is advisable to lock the float box in your car whilst you are setting up. Please ensure that you count up the cash taken after the event and use the form provided to log totals. Return to the treasurer who is located in the meeting room next to Mrs Joyce's office after the raffle draw takes place.

Tips and Tricks

- Estates Contact details – Mb Contact 07788 272 300 Jeremy Kenyon (estates manager) Rob, Carole or Richard.
- Place some tickets in the staff room
- Any questions or queries before during or after the event can be directed to Lynn Gadsby: 0777 553 7149 or gadsby.family@gmail.com
- Ensure that details of the event are included in the parent bulletin
- Chase, Chase, Chase.... This is money for nothing!!!



Christmas Raffle 2018



Easter Raffle 2019